MARIANAPOLIS PREPARATORY SCHOOL

HEALTH OFFICE INFORMATION

Health Office Contacts:

- The Health Office is located in the Academic Building
  - *Street Address:* 26 Chase Rd
- Health Office email address: healthoffice@marianapolis.org
- School Nurse, Kelly Greene: kgreene@marianapolis.org
- Health Office Assistant, Jenn Vitalis: jvitalis@marianapolis.org
- Health Office Phone Number: 860-326-2094

Health Office Hours:

School Days:

- Health Office is Open: 7:30 AM - 3:30 PM
- Outside of the above hours, students should contact their dorm parent or the **AOD (860-208-3777)** with any health concerns. The dorm parent and/or AOD will, as needed, contact the School Nurse, who is on-call 3 PM - 7:30 AM.

Weekends and Non-School Days:

- Students should contact their dorm parent or the AOD with any health concerns. The dorm parent and/or AOD will, as needed, contact the School Nurse, who is on-call over the weekend.
- To be excused from Sunday Mass for health reasons, students need to contact the AOD prior to 4 PM.

Health-Related Absences:

Day Students:

- Day students who do not feel well enough to attend school should contact the school through email (attendance@marianapolis.org) or by phone (860-923-9565), prior to the start of the academic day.
- In the event that a student becomes ill during the school day, they should contact the School Nurse, located in the Academic Building. The Health Office will provide support to the student, which includes, but is not limited to, returning to class or being picked up by a family member while remaining in a specific space on campus. Any student leaving campus early, due to illness, must follow this protocol and be excused by the Health Office and/or Dean of Students' Office prior to departure.
- Students who miss all classes due to illness are not permitted to attend sports/after school activities on that same day.
- Students who attended classes, but do not feel well enough to attend extracurriculars at the end of the day, need to check in with the School Nurse prior to 3pm in order to be excused
- For prolonged absences, illnesses, and/or if you would like to update the School Nurse regarding your student's health status, please call 860-326-2094 or email healthoffice@marianapolis.org

Boarding Students:

- Boarding students who do not feel well enough to attend classes for the day need to report to the Health Office ***prior*** to their first commitment of the school day.
- Students who miss all classes due to illness are not permitted to attend sports, after school activities, or off-campus trips on that same day.
- Boarding students who visit the Health Office during the day may return to class after their visit, or may be sent back to their room on campus depending on their symptoms and the School Nurse's assessment.
- Students who attended classes, but do not feel well enough to attend extracurriculars at the end of the day, need to check in with the School Nurse prior to 3pm in order to be excused. Students who do not feel well enough to attend extracurriculars/end of the day requirements are not permitted to attend residential life activities and/or off campus trips that evening.

Medication Administration Information for Students Receiving Daily Medications:

School Days:

- *Morning Meds:* administered in the Health Office prior to a student's first class or commitment of the day.
- *Afternoon/Lunch Meds:* administered in the Health Office. Students may come during their lunch period to receive their medication.
- *Dinner Meds:* administered in the cafeteria by the AOD at dinner 5-6 PM
- *Evening/Bedtime Meds:* administered in the dorm. The AOD will deliver meds to the dorm after study hall

Weekends and Non-School Days:

- *Morning Meds:* administered in the cafeteria by the AOD at brunch 10:30-11:45 AM
- *Afternoon Meds:* administered in the cafeteria by the AOD at brunch 10:30-11:45 AM
- *Dinner Meds:* administered in the cafeteria by the AOD at dinner 5-6 PM
- *Evening/Bedtime Meds:* administered in the dorm. The AOD will deliver meds to the dorm after study hall

Off-Campus Trips:

- Medications will be packaged in single doses and given to the trip chaperone or AOD, who will administer the medications
- Please note: all prescription medications administered on trips, if not routinely given at school during the school year, require a Prescription Medication Form signed by the parent and doctor to be on file with the School Nurse

Students are responsible for reporting to the designated medication administration locations at the appropriate times to receive their medications. While reminders may be sent by the School Nurse or other designated staff if time allows, it is ultimately the student's responsibility to remember and present themselves for medication administration as scheduled.